



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**ALABAMA DEPARTMENT OF MENTAL HEALTH**  
NORTH ALABAMA REGIONAL HOSPITAL  
4218 HIGHWAY 31 SOUTH  
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JIM REDDOCH  
COMMISSIONER  
RANDY PHILLIPS  
FACILITY DIRECTOR

**CORRECTED ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Planning & Quality Assurance Specialist IV

**NUMBER:** 13-05

**JOB CODE:** Q4000

**DATE:** March 22, 2013

**JOB LOCATION:** North Alabama Regional Hospital  
4218 Highway 31 South  
Decatur, AL 35603

**POSITION #:** 8834129

**SALARY RANGE:** 80 (\$52,663.20 -- \$80,287.20 Annually)

**QUALIFICATIONS:** Graduation from a four-year college or university, with a master's degree in Social Work, Business Administration, Psychology or other human services field. Registered Nurses qualify with a bachelor's degree in nursing. Considerable experience (60 months or more) in responsible quality assurance / quality improvement work is required.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of, or eligible for, license or certification, if required for the particular discipline and job function.

**KIND OF WORK:** This is highly responsible professional and administrative work in the quality assurance of mental health programs at a state operated acute care psychiatric hospital for the adult mentally ill. The individual in this position will serve as the Director of the Performance Improvement Department. Duties and responsibilities include the following: Conducts the ongoing management, monitoring and evaluation of facility-wide performance improvement programs facilitating corrective action as needed. Coordinates / manages medical staff credentialing and privileging processes. Monitors / coordinates Joint Commission and CMS compliance functions. Gathers / analyzes data and formulates reports, charts and graphs necessary to support responsibilities. Coordinates / maintains the central file of committee activities. Interacts (conducts business activities and serves as a hospital liaison) professionally and effectively with hospital staff, Department of Mental Health and other State agencies, Joint commission / CMS, consumer advocacy groups, and the general public. Directs Utilization Management Programs ensuring compliance with UM Plan and regulations. Directs / supervises / evaluates work of PI staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to provide effective department head direction / management of the Performance Improvement Department. Knowledge of performance improvement concepts and management principles. Administrative abilities / skills necessary to effectively coordinate the efforts of various people and resources in order to achieve desired outcomes. Knowledge of the Mental Health services delivery system in Alabama. Considerable knowledge of Joint Commission (JACHO) and CMS standards. Ability to analyze information and recommend appropriate action. Ability to establish and maintain effective working relationships with others. Effective leadership skills. Ability to plan, direct and evaluate work of others. Ability to plan and organize workflow and prioritize work activities. Interacts with others in a professional manner. Ability to work independently.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. ***Drug screenings and security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.***

**HOW TO APPLY:** Use an official Application For Professional Employment which may be obtained from this office, any DMH facility Personnel Department, or online at [www.mh.alabama.gov](http://www.mh.alabama.gov). Application should be returned to the Personnel Office, North Alabama Regional Hospital, 4218 US Highway 31 South, Decatur, Alabama 35603 by **UNTIL FILLED** in order to be considered for this position. If applicable, provide your professional licensure and number on your application as directed. **An official copy of your academic transcript from the university or college from which you received your specified degree(s) is required and must be forwarded directly by the university or college to the Personnel / Human Resources Department at the above address.**

***“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”***